INFORMATION SYSTEMS MANAGER
Employes' Retirement System (ERS)

THE PURPOSE: The Information Systems Manager is responsible for the planning and management of information technology projects and the information technology environment within ERS. Responsibilities also include development and implementation of system changes and improvements, as well as supervision of on-going information technology support for the department. **This position has mission critical responsibilities with respect to a $5 billion dollar pension system.**

ESSENTIAL FUNCTIONS:
- Direct the execution of the Milwaukee Employes' Retirement Information System (MERITS), manage multiple hardware and software vendors, multiple contractors and assigned staff.
- Supervise the operations and maintenance of the information technology environments of ERS' business applications and office automation systems.
- Manage the procurement of business computer systems, professional services, operations/support services, and computer software and equipment, including RFPs, proposal evaluation, vendor selection, and contract development.
- Prepare, maintain and manage ERS' information technology plans and related budgets.
- Prepare reports for management, sub committees, and the ERS Board.
- Coordinate with City departments, member agencies and service providers on ERS information system issues.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:
1. Bachelor's Degree in Management Information Systems, Computer Science, Business, Accounting or closely related field from an accredited college or university.
2. At least five years of senior management experience planning and managing large scale information technology projects and budgets, including managing a staff of professionals in a project oriented team environment.
   NOTE: Equivalent combinations of education and experience may also be considered.
3. Government experience, including the development and operation of mission critical systems **is desirable, but not required.**
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE AND SKILLS REQUIRED:
- Strong analytical, technical, project management and interpersonal skills.
- Ability to effectively manage multiple vendors, contractors and consultants.
- Highly motivated, self-directed and well organized.
- Ability to effectively communicate orally and in writing to ERS senior management, staff, sub-committees, and the Employes' Retirement System Board.
- Ability to work cooperatively and effectively with ERS management, Board members, elected officials, staff and support personnel.
- Initiative, honesty and integrity.

CURRENT SALARY RANGE (12) IS: $72,183 - $101,056 annually.

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